Description:

Recruitment and Testing: To provide agencies with registers to hire quality employees in a timely, accurate, and effective manner. Registers will be developed using valid, efficient, and up-to-date testing methods that will rank candidates based on their potential to perform state jobs.

Classification: Provide a flexible, streamlined classification structure that is reflective of agencies' responsibilities and enhances their ability to achieve their mission.

Compensation: To direct a compensation system that attracts, retains, and recognizes the performance of employees with pay practices that are consistent, yet flexible.

Consultation and Training: To enhance the quality of Idaho State workforce by providing performance consultation and workforce development and training.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain a personnel record keeping system to facilitate routine employee personnel actions, improve speed and quality of applicant certification process, and provide accurate personnel information reports.

    A. Job applications received.

Actual Results			
2000	**2001**	**2002**	**2003**
22,592	28,439	30,839	54,887
Projected Results			
2004	**2005**	**2006**	**2007**
30,000	30,000	30,000	30,000

    B. Names placed on hiring lists.

Actual Results			
2000	**2001**	**2002**	**2003**
16,624	20,725	17,000	25,674
Projected Results			
2004	**2005**	**2006**	**2007**
25,000	25,000	25,000	25,000

    C. Number of hiring list requests.

Actual Results			
2000	**2001**	**2002**	**2003**
3,155	3,267	1,147	3,645
Projected Results			
2004	**2005**	**2006**	**2007**
2,500	2,500	2,500	2,500

    D. Number of applicants on registers.

Actual Results			
2000	**2001**	**2002**	**2003**
65,525	62,492	50,000	45,794
Projected Results			
2004	**2005**	**2006**	**2007**
50,000	50,000	50,000	50,000

E. EIS (Employees Information System) actions processed.

Actual Results			
2000	**2001**	**2002**	**2003**
25,065	26,517	27,249	10,465
Projected Results			
2004	**2005**	**2006**	**2007**
10,000	10,000	10,000	10,000

F. Current PE (Performance Evaluation) forms added.

Actual Results			
2000	**2001**	**2002**	**2003**
14,178	16,241	17,053	14,655
Projected Results			
2004	**2005**	**2006**	**2007**
15,000	15,000	15,000	15,000

2. Conduct job analysis, develop job-related selection services, or review existing tests as required by professional testing standards and EEO requirements for all classifications.

A. Written exams developed or revised.

Actual Results			
2000	**2001**	**2002**	**2003**
25	14	3	0
Projected Results			
2004	**2005**	**2006**	**2007**
2	2	2	2

B. Oral exams prepared.

Actual Results			
2000	**2001**	**2002**	**2003**
100	12	16	2
Projected Results			
2004	**2005**	**2006**	**2007**
10	10	10	10

C. Education and experience ratings developed.

Actual Results			
2000	**2001**	**2002**	**2003**
200	198	172	62
Projected Results			
2004	**2005**	**2006**	**2007**
100	100	100	100

3. Review and revise recruiting material to provide accurate job information and fair assessment. Increase use of web-based application process.

A. Number of job announcements prepared.

Actual Results			
2000	**2001**	**2002**	**2003**
499	1,108	622	1,244
Projected Results			
2004	**2005**	**2006**	**2007**
700	700	700	700

B. Percent of applications received via the DHR website.

Actual Results			
2000	**2001**	**2002**	**2003**
N/A	N/A	93%	95%
Projected Results			
2004	**2005**	**2006**	**2007**
95%	95%	95%	95%

4. Maintain and improve the classification and compensation system.

A. New job classes established.

Actual Results			
2000	**2001**	**2002**	**2003**
40	40	28	15
Projected Results			
2004	**2005**	**2006**	**2007**
25	25	25	25

B. Job classes revised.

Actual Results			
2000	**2001**	**2002**	**2003**
175	209	164	92
Projected Results			
2004	**2005**	**2006**	**2007**
175	175	175	175

C. Position audits.

Actual Results			
2000	**2001**	**2002**	**2003**
462	534	400	12
Projected Results			
2004	**2005**	**2006**	**2007**
200	200	200	200

D. Classifications deleted.

Actual Results			
2000	**2001**	**2002**	**2003**
52	46	47	62
Projected Results			
2004	**2005**	**2006**	**2007**
40	40	40	40

5. Develop Affirmative Action Plans.

A. Affirmative Action Plans

Actual Results			
2000	**2001**	**2002**	**2003**
2	0	1	1
Projected Results			
2004	**2005**	**2006**	**2007**
1	1	1	1

6. Maintain capability to assist agencies with appeals.

    A. Number of appeals files.

Actual Results			
2000	**2001**	**2002**	**2003**
40	37	22	24
Projected Results			
2004	**2005**	**2006**	**2007**
40	40	40	40

7. Ensure internal equity of state jobs through Hay Job Evaluation System.

    A. Classifications evaluated using job evaluation system.

Actual Results			
2000	**2001**	**2002**	**2003**
56	68	37	49
Projected Results			
2004	**2005**	**2006**	**2007**
50	50	50	50

8. Determine competitive labor market average rates through salary surveys. Develop salary recommendations for state employees and provide to Governor and Legislature each year.

    A. Salary surveys conducted.

Actual Results			
2000	**2001**	**2002**	**2003**
2	4	5	6
Projected Results			
2004	**2005**	**2006**	**2007**
4	4	4	4

9. Professional Development Opportunities: course delivery, course coordination, and management development plan. *CPM program responsible for major increases

    A. Number of courses.

Actual Results			
2000	**2001**	**2002**	**2003**
60	103	130	165
Projected Results			
2004	**2005**	**2006**	**2007**
120	120	120	120

    B. Number of student hours.

Actual Results			
2000	**2001**	**2002**	**2003**
10,000	20,140	25,200	29,801
Projected Results			
2004	**2005**	**2006**	**2007**
29,000	29,000	29,000	29,000

    C. Number of students.

Actual Results			
2000	**2001**	**2002**	**2003**
12	10	2,805	2,805
Projected Results			
2004	**2005**	**2006**	**2007**
2,900	3,000	3,000	3,000

D. Number of coordinated courses

Actual Results			
2000	**2001**	**2002**	**2003**
12	10	15	17
Projected Results			
2004	**2005**	**2006**	**2007**
15	15	15	15

E. Level of satisfaction.

Actual Results			
2000	**2001**	**2002**	**2003**
90%@4.5	90%@4.8	90%@4.8	90%@4.8
Projected Results			
2004	**2005**	**2006**	**2007**
90%@4.8	90%@4.8	90%@4.8	90%@4.8

F. Students in Certified Public Manager Program

Actual Results			
2000	**2001**	**2002**	**2003**
N/A	N/A	115	159
Projected Results			
2004	**2005**	**2006**	**2007**
-	-	-	-

Program Results and Effect:

A Web-based Applicant Tracking System being developed in partnership with the Department of Labor will reduce turnaround time between receipt of applications and the creation of registers. This automated process will allow DHR staff to focus on developing the most efficient screening process for locating the most competitive candidates for state employment. The faster we respond to applicants, the more likely the candidates will be available.

Succession plans will help agencies reduce the amount of time vacancies may exist and help them plan the domino effect they frequently experience when someone retires from their staff. Technology allows us to improve processes.

Classification meetings allow Human Resources and state agencies to discuss individual agency classification needs and plan together for each years projects. This insures we can meet individual agency organizational needs as well as maintain the currency of general classifications. These meetings are also used as a forum for discussing changes to simplify processes and procedures.

Position audits insure employees are properly classified and paid. In the event of a vacancy, the position is properly classified for recruitment purposes.

Reduction in the number of classifications provides for a more flexible structure for agencies. Agencies have more flexibility to transfer employees, and fewer positions to announce and test for which will expedite the hiring process.

The job evaluation system ensures fairness in the assignment of state jobs to pay grades in the compensation schedule.

Accurate information concerning competitive labor market average rates of pay will help state agencies attract and retain a quality workforce. These employees deliver services to all of the people of the State of Idaho.

Compensation information can help agencies make informed decisions regarding state employee pay, in support of the mission of the agency.

Training and development opportunities provide benefits to all agencies by:
*increased productivity and quality effort from workforce
*increased opportunity for state leadership development
*enhanced supervisory practices

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